

68-02-Contracts Management

Fund/Agency: 001/68		Department of Administration for Human Services
Personnel Services	\$1,386,489	<p style="text-align: center;">CAPS Percentage of Agency Total</p> <p style="text-align: center;">85.9%</p> <p style="text-align: center;">14.1%</p> <p style="text-align: center;"> ■ Contracts Management ■ All Other Agency CAPS </p>
Operating Expenses	\$309,612	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$1,696,101	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$1,696,101	
Positions/SYE involved in the delivery of this CAPS	23/23	

► CAPS Summary

The Department of Administration for Human Services (DAHS) Contracts Management business area establishes contractual agreements with public and private organizations to provide an array of services while also improving the effectiveness and efficiency of services provided to County residents. Contracts Management staff support program development, performance management, and monitoring activities on behalf of Human Services programs. Staff works with program managers to draft requests for proposals soliciting services from private and non-profit providers, and monitor vendor compliance with performance outcomes included in contracts and agreements. Staff works closely with the Department of Purchasing and Supply Management, the Office of the County Attorney, and Risk Management to ensure that contracts conform to legal requirements and accepted standards for purchasing services. DAHS' Contracts Management also administers independent purchases of service activities for client-specific services and oversees all competitive procurements under \$50,000 for Human Services agencies. In FY 2002, the value of services handled by Contracts Management will approximate \$135 million, provided via 885 contracts.

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Contracts Management provides staff and contract support for the Community Funding Pool program and the Comprehensive Services Act program, and also provides technical assistance to service providers and to community-based organizations.

► Method of Service Provision

Contracts Management employees work as partners in the Human Services system, providing direct administrative support to programs and adding value to service delivery. Contracts staff works closely with County agencies such as the Department of Purchasing and Supply Management, the Office of the County Attorney, and Risk Management in order to provide timely, effective, and efficient service to Human Services agencies. Contracts Management also provides technical assistance to, and serves as a liaison with, community-based organizations and service providers.

Business support services are provided by DAHS in the Pennino Building and at more than 350 office, residential, and recreational facilities across Fairfax County.

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Output: Total contracts established	638	800	827	852	885
Service Quality: Contract completion rate	100.0%	100.0%	100.0%	100.0%	100.0%
Outcome: Percent of contracts completed by due date	67.0%	79.0%	73.0%	85.0%	85.0%

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► **Mandate Information**

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 51 - 75%. The specific Federal or State code and a brief description of the code follows:

- Contracts administration and monitoring is required for several specific areas within Human Services. On behalf of the Department of Family Services, as specified in the Fairfax County Purchasing Resolution, Contracts Management ensures the procurement of only those goods and services for public assistance recipients as outlined in the Code of Virginia, Section 63.1-87 and Section 37.1. On behalf of the Fairfax-Falls Church Community Services Board (CSB) and as specified in the Code of Virginia, Section 37.1-1, Contracts Management ensures compliance with State-delegated authorization of direct individual purchase of services for individuals with substance abuse, mental health, or mental retardation service needs. Contracts Management also ensures compliance with the Code of Virginia, 11-45, 22.1-218, and 46:21-759.1, which authorizes public bodies to purchase individual/personal services or goods for direct use by recipients under the Comprehensive Services Act for At-Risk Youth and Families.